

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**OCCUPATIONAL SAFETY & HEALTH PROGRAM SPECIALIST IV**  
**SR-22 / Oahu**

**Salary: \$4,088 per month**

**Opening Date: April 27, 2016**

**Closing Date: continuous**

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An Equal Opportunity Employer

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**RECRUITMENT INFORMATION**

Recruitment Number 16-078; In person interview may be required.

**DUTIES SUMMARY**

Reviews and evaluates program operations, recommends changes for improvement, and assists in the implementation of program changes; develops, revises and recommends policies, procedures, standards and guidelines, relating to the State's Occupational Safety and Health (OSH) program; participates in program and budget planning and documentation; and performs other related duties as assigned.

- [Click here to view CLASS SPECIFICATION](#)

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

- [Click here to view MINIMUM QUALIFICATION SPECIFICATIONS and relevant substitutions](#)

## **Summary of MINIMUM QUALIFICATION SPECIFICATIONS**

### **General Experience:**

Four (4) years of progressively responsible administrative, professional, technical, or other responsible work which requires a high degree of analytical skill. Such experience would normally involve reading, comprehending, interpreting, and evaluating technical subjects, analysis or proposals, and applying problem solving methods and techniques, such as defining and analyzing problems, identifying and gathering appropriate facts, calculating alternative courses of action, and recommending courses of action.

### **Occupational Safety and Health Experience:**

Two and one-half (2-1/2) years of work experience which demonstrates possession of knowledge of the Federal and/or State OSH laws, rules, regulations and standards. Possession of these kinds of knowledge may be demonstrated by, but not limited to, the following kinds of experience:

1. Inspecting work sites and/or environment for compliance with OSH laws, rules, and regulations; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations.
2. Inspecting elevators and related equipment such as escalators, moving walks, lifts, etc., for compliance with OSH laws, rules, and regulations. Such experience must demonstrate that the applicant possesses a good working knowledge of trouble-shooting and repair techniques and procedures; tools and equipment used in repairing elevators and related equipment; and elevator safety laws, codes and regulations.
3. Inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
4. Experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses on the application of OSH laws, rules and standards.
5. Experience in an occupational safety and/or health program which involved the provision of advisory, informational, and educational services to public and private agencies, promoting voluntary compliance with OSH laws, rules and standards.
6. Experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

### **Substitutions Allowed**

1. Successful study at an accredited college or university may be substituted for General Experience on the basis of 30 semester credit hours for one (1) year of General Experience up to a maximum of four (4) years.
2. Possession of a bachelor's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for one-half (1/2) year of the OSH experience.
3. Possession of a master's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for one and on-half (1-1/2) years of OSH experience.

The Class Specification and Minimum Qualification Specifications can also be obtained from the Department of Human Resources Development website at:

<http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

## **STATE OF HAWAII BENEFITS PROGRAM**

- [Click here to review EMPLOYEE BENEFITS](#)

**Click for [DLIR Civil Service APPLICATION \(Form HRD 315\) and Supplemental Questions](#)**

**or visit the DLIR Website at <http://labor.hawaii.gov/jobs/>**

**or visit the Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813  
(808) 586-9043**

**Recruitment Hours: Monday thru Friday 8:00am – 4:00pm  
Closed on State Observed Holidays**

**Submit completed APPLICATION and SUPPLEMENTAL QUESTIONS to:  
Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl St., Room 415, Honolulu, HI 96813.**

**Mailed applications must be postmarked by midnight of closing date.**